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- STEAM Corner will return in Nov.

## Contact Us

### CFHA Maintenance

(928) 213-2731

### East Flagstaff Housing

Jayne Wittman, Housing Spec.

Email: [jwittman@flagstaffaz.gov](mailto:jwittman@flagstaffaz.gov)

Phone: (928) 213-2735

Fax: (928) 526-3734

Hours: M-F from 8am - 5pm

### Flagstaff Housing West

Patricia Sauers, Housing Spec.

Email: [psauers@flagstaffaz.gov](mailto:psauers@flagstaffaz.gov)

Phone: (928) 779-1887

Fax: (928) 779-5801

Hours: M-F from 8am - 5pm

(closed 12pm - 1pm)

### Clark Homes

Amanda Thomas, Housing Spec.

Email: [athomas@flagstaffaz.gov](mailto:athomas@flagstaffaz.gov)

Phone: (928) 779-1247

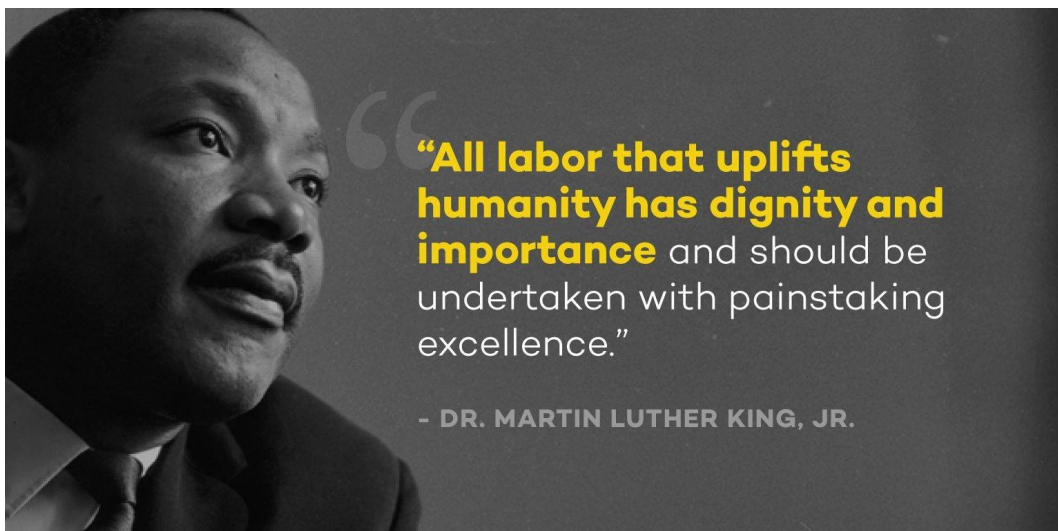
Fax: (928) 779-2175

Hours: M-Th from 8am - 6pm

(closed 12pm - 1pm)

& Fri 8am - 12pm

General Phone: (928) 213-2730



## COVID-19 Precautions & Operational Changes

### CFHA Information

**Front Lobbies of all offices are currently closed.** We cannot permit anyone in the office who does not have a scheduled appointment. Staff are still in the office to serve residents. If you need to speak to your specialist or other staff, please call. We are working on a plan that will bring us back to full operation. **Please make sure your name and address are clear on your rent payments and to keep your money order receipts. Housing Authority receipts will be mailed if there is a credit or a balance due.**

### Maintenance Work Orders

Please continue to call in all work orders to **213-2731**. However, only Health & Safety Maintenance Work Orders will be completed at this time. These work orders will be completed within 24 hours. When you leave a message for a work order it is entered into our computer system so we have a record. It is not

necessary to call more than once. Be sure to include a call back number in your message.

When our Maintenance professionals are in your home, **make sure that nobody is in the same room while they are working and windows are open.** If they are unsure of conditions in the home they may check with Management for their own safety. All other work orders will be completed once we can ensure that staff and residents will be at minimal health risk.

We are unable to pick up items from the curb. To keep our developments neat, please place bulky items on the curb the day before the bulky item pickup noted on the calendar. For your own safety please do not disturb items left at the curb nor those in dumpsters.

### Change Reporting

We will be processing rent reductions with an expedited process to insure that rents remain

## ***Continued from Page 1***

appropriate and affordable. When reporting your change, please provide sufficient information for your Specialist to be able to determine your income. We are currently waiving face-to-face appointments, but it is very important that you return all documents with proper signatures to the office. When we have received your signed documents we will sign and return copies to you through the mail.

**Clark Homes Neighborhood Network and the SHAC are currently closed and activities suspended.**

### **Annual Recertifications**

**Annual recertifications will be performed by mail.**

The Flagstaff PD is again running background checks. If you are unable to provide certain verifications (other than income) with your recertification packet please include a note which indicates this. When we receive your packet with sufficient information to determine rent, a Family Worksheet and Lease Addendum will be sent for your signature. Please return the signed paperwork promptly. When received your specialist will sign the paperwork and send you a copy. An office appointment will be required when our lobby has reopened so that you may provide the record check, any missing documentation, and review the results of the recertification.

### **Community Service**

HUD has issued a waiver for Community Service. At this time those previously required to perform community service are not required to do so until their first annual recertification completed after April 1, 2020. Additionally we will not be reviewing community service status for anyone until the first annual recertification completed after April 1, 2020. This waiver expires April 1, 2021.

**To protect the health of our Residents and Staff all Annual Inspections for Public Housing are cancelled through the end of 2020 as allowed under PIH Notice 2020-13.** Please be sure to report maintenance needs as usual. Special Inspections may still be done if the need arises. Annual Inspections at Clark Homes are postponed until further notice. Please be aware that HUD intends to begin scheduling REAC Inspections. If one of our developments is scheduled for this the inspection must take place.

Lastly, Clark Homes and Public Housing newsletter will be combined for the time being.



## **Food Resources**

If you and your household are in need of food assistance, there are several resources to use:

### **Flagstaff Family Food Center Services:**

#### **Home Deliveries:**

Call (928) 526-2211 to sign up for a delivery

#### **Emergency Food Boxes**

3805 E Huntington, Tues - Sat, 9:00 am - 1:00 pm

#### **To-Go Style Dinner**

1903 N 2nd St, Daily 4:00 - 5:30 pm

#### **Backdoor Lunch Program: Ring Bell for Sack Lunch**

1903 N 2nd St., Daily 10:00 am - 2:00 pm

### **Flagstaff Unified School District**

#### **Free Grab & Go Meals**

Mon - Fri, 11:00 am - 12:30 pm

Visit [www.fusd1.org/grabandgo](http://www.fusd1.org/grabandgo) for locations

### **The Salvation Army Food Pantry**

507 N. Humphreys St., 9am-12pm, 1pm-5pm, M-Th  
Emergency food box application required with ID

### **The Emergency Food Assistance Program (with DES)**

If you receive SNAP, you are eligible for emergency food and assistance; other households can also apply. See [des.az.gov/services/basic-needs/food-assistance/emergency-food-assistance](http://des.az.gov/services/basic-needs/food-assistance/emergency-food-assistance) for more info.

### **Meals on Wheels/Area Agency on Aging - NACOG**

If someone in your household is 60 years of age or older, call (877) 521-3500 to arrange for assistance.

### **The Pantry by Golden Rule at 2573 E 7th Ave**

Personalized food boxes for pickup W-Sun, 3pm-6pm

## **Are You Registered to Vote?**



Check your voter registration at [vote.org](http://vote.org)!

You can also find information about registering, voting by mail, your polling place, and more!

## **Emergency Savings Match Program**



Ever had an **emergency** and not enough savings? Want to build a healthy savings habit **and** triple your savings? What about **free** financial coaching? Sign up for the **Healthy Habits Emergency Saving Matching**

**Program!** Info and application at [Coconino.az.gov/saving](http://Coconino.az.gov/saving), or you can contact Diana at (928) 679-7214 or [dabele@coconino.az.gov](mailto:dabele@coconino.az.gov) to learn more!

# ***CITY OF FLAGSTAFF HOUSING AUTHORITY***

3481 N Fanning Dr, Flagstaff, AZ 86004

(928) 213-2730 FAX (928) 526-3734 TTY 711



August 4, 2020

## **RE: Public Notice and Request for Comments-Clark Homes Tenant Selection Plan (TSP) Changes (Complete revision)**

In order to more closely comply with Federal Law and create a more easily understandable policy a complete revision to the Tenant Selection Plan has been completed. This revision has incorporated many policies that were in separate documents for clarity and ease of use. Under the current Tenant Selection Plan we must allow a thirty (30) day public comment period prior to implementation.

These changes affect the following areas:

- Taking Applications: This will be changed from a paper application to an online application using a third-party vendor.
- Reasonable Accommodation requests: Section 8.1: The process for requesting a Reasonable Accommodation which will affect placement on or communication during the waiting list process will change to allow for an electronic request, as well as a paper request.
- Changes to applicant circumstances will no longer be reported in writing to the office but will be online with the third-party vendor.
- Procedures surrounding criminal screening have been updated to conform to actual practice as required under federal law.
- The procedures for requesting Reasonable Accommodation have been clarified.
- Emergency policy waivers have been included.

There are no changes that will affect the placement or position on the Waiting List of current applicants, nor those who apply prior to the effective date of the change. There are no changes to rules that Residents are expected to follow, nor to procedures that have been practiced.

The full Tenant Selection Plan with proposed changes is available by contacting Kurt Aldinger at (928) 213-2736 or [kaldinger@flagstaffaz.gov](mailto:kaldinger@flagstaffaz.gov).

Comments must be submitted in writing to Kurt Aldinger at City of Flagstaff Housing Authority, 3481 N Fanning Dr, Flagstaff, AZ 86004 or Clark Homes, 980 W Thorpe Rd, Flagstaff, AZ 86001 or electronically to [kaldinger@flagstaffaz.gov](mailto:kaldinger@flagstaffaz.gov) by September 3, 2020.

*The City of Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.*

*Please contact the Maintenance Manager / CFHA 504 Coordinator with questions or concerns (928) 213-2754.*





# ***CITY OF FLAGSTAFF HOUSING AUTHORITY***

3481 N Fanning Dr, Flagstaff, AZ 86004

(928) 213-2730 FAX (928) 526-3734 TTY 711



August 14, 2020

## **RE: Public Notice and Request for Comments-City of Flagstaff Housing Authority Admission and Continued Occupancy Policy (ACOP) Changes (Complete revision)**

In order to more closely comply with Federal Law and create a more easily understandable policy a complete revision to the ACOP has been completed. This revision has incorporated many policies that were in separate documents for clarity and ease of use. Under Federal Law we must allow a thirty (30) day public comment period prior to implementation. The plan will be presented to the Housing Authority Board of Commissioners for adoption at the regular September meeting.

These changes affect the following areas:

- Procedures surrounding criminal screening have been updated to conform to actual practice as required under federal law.
- The procedures for requesting Reasonable Accommodation have been clarified.
- Emergency policy waivers have been included.

There are no changes that will affect the placement or position on the Waiting List of current applicants, nor those who apply prior to the effective date of the change. There are no changes to rules that Residents are expected to follow, nor to procedures that have been practiced.

The full ACOP with proposed changes is available by contacting Kurt Aldinger at (928) 213-2736 or [kaldinger@flagstaffaz.gov](mailto:kaldinger@flagstaffaz.gov).

Comments must be submitted in writing to Kurt Aldinger at City of Flagstaff Housing Authority, 3481 N Fanning Dr, Flagstaff, AZ 86004 or Brannen Homes, 1 Brannen Circle, Flagstaff, AZ 86001 or electronically to [kaldinger@flagstaffaz.gov](mailto:kaldinger@flagstaffaz.gov) by September 13, 2020.

*The City of Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.*

*Please contact the Maintenance Manager / CFHA 504 Coordinator with questions or concerns (928) 213-2754.*



## Wise Words: Family Internet Safety

With classes being held online for the beginning of the 2020 school year here are some tips for you and your children to keep safe while on the internet.

- Keep the computer in a common area where you can watch and monitor its use, not in individual bedrooms. Monitor any time spent on smartphones or tablets.
- Bookmark kids' favorite sites for easy access.
- Spend time online together to teach your kids appropriate online behavior.
- Don't give anyone your, name, address, phone number, the name of your school or any other information about your family over the internet.
- Don't allow children to post pictures of themselves without your permission.
- Do not allow children to download or install anything on the computer without permission.
- Use only a screenname as an identifier.
- Don't share passwords.
- Teach children that they may never agree to get together in person with anyone met online without your approval and supervision.
- Never respond to a threatening email, message, post, or text from unknown persons.
- Don't allow children to visit chat rooms without parental permission
- Encourage children to speak to you if any communication or conversation that was scary or hurtful; and be sure to listen and respond.

## Recipes of the Month: Snack Time!

With kids taking school lessons at home, try these easy after school snacks for a little spice!

- **Ranch Popcorn!** Just add ranch seasoning packet to low-sodium microwave popcorn.
- **PB&J Apples!** Make mini-sandwiches with apple slices for bread, cut out the seeds for a star!
- **Crispy Chickpeas!** With a 15oz can of chickpeas, drain, rinse, toss with olive oil, salt, and spices, then bake for 35m at 425 F for savory treat!
- **Celery Snails & Caterpillars!** Add peanut butter or cream cheese to celery, then top with sliced fruit, grapes, tomatoes, or nuts!

For more snacks and full recipes, check out [womansday.com/food-recipes/food-drinks/g2146/best-after-school-snacks/](https://www.womansday.com/food-recipes/food-drinks/g2146/best-after-school-snacks/)

## Lifeline Phone & Internet

Lifeline is a federal program that lowers the monthly cost of phone and internet. Eligible customers will get up to \$9.25 toward their bill, making many phone plans free! You can use Lifeline for either phone or internet, but not both. To get Lifeline, learn more with one of the companies below:

- [CenturyLink](#), (800) 407-5411
- [American Assistance](#), (866) 966-2628
- [CellularOne](#), (800) 730-2351
- [Assurance Wireless](#), (888) 898-4888
- [Safelink Wireless](#), (800) 723-3546
- [StandUP Wireless](#), (800) 544-4441
- [Tag Mobile](#), (866) 959-4918
- [TerraCom Wireless](#), (877) 351-4747
- [Life Wireless](#), (888) 543-3620
- [Q Link Wireless](#), (855) 754-6543
- [Access Wireless](#), (866) 594-3644
- [enTouch Wireless](#), (866) 488-8719

Visit [lifelinesupport.org](https://lifelinesupport.org) to learn more or for links to the above list of vendors. You can also access the newsletter archive at [flagstaff.az.gov/4175/Public-Housing-Newsletters](https://flagstaff.az.gov/4175/Public-Housing-Newsletters) to use the above links.

## Fill Out The US Census!

The US Census matters more now than ever! Be sure to file the census for your household at [2020census.gov/](https://2020census.gov/) today! The Census determines funding, numbers of electoral college votes, and more, so make sure you count!

## Free Face Masks

Arizonans can get free face masks from AZDHS! Fill out the form at [azhealth.gov/ordermasks](https://azhealth.gov/ordermasks) to order five masks at no cost. Remember to maintain six feet



from those around you in public, wear face coverings, and wash your hands frequently to prevent the spread of COVID-19. For more information on staying healthy and why masks are important, visit [www.azdhs.gov](https://www.azdhs.gov).



## Your Story Could be Featured in Next Month's Newsletter!

If you have news of accomplishments, original artwork, poetry, community group news, recipes, or if you just want to see something specific on the next newsletter, we want to hear from you! Send Caleb your stories or suggestions and they may be featured in next month's newsletter!

Stop by the Siler Homes office, email [caleb.alexander@flagstaffaz.gov](mailto:caleb.alexander@flagstaffaz.gov), or call (928) 213-2738.

# September 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<b><u>Trash Pickup</u></b> Clark Homes, Crestview, and Cedar <b><u>Yard Watering:</u></b> None	<b><u>Trash Pickup</u></b> All Sunnyside Scattered Sites <b><u>Recycling Pickup</u></b> Brannen and Verde <b><u>Watering:</u></b> Odd #s	<b><u>Trash Pickup</u></b> Siler, Brannen, Steves, Alta Vista, Lockett, and Verde <b><u>Watering:</u></b> Even #s	<b><u>Recycling Pickup</u></b> Clark Homes, Cedar, and Crestview <b><u>Watering:</u></b> Odd #s	<b><u>Recycling Pickup</u></b> Siler, Lockett, Alta Vista, Steves, and all Sunnyside Scattered Sites <b><u>Watering:</u></b> Even #s
August 31 <b><u>Bulky Trash Pickup:</u></b> Clark Homes, Crestview, & Cedar	September 1 <b><u>Public Housing Rent Due</u></b> <b><u>Clark Homes Rent Due</u></b>	2	3	4 
7 <b><u>Labor Day</u></b> All Offices Closed <b><u>Bulky Trash Pickup:</u></b> East Scattered Sites, Siler, & Greenlaw	8 <b><u>Clark Homes Rent Late Fees Applied</u></b>	9 <b><u>Public Housing Rent Late Fees Applied at 8am</u></b>	10 	11
14 	15 <b><u>Last day to turn in Public Housing Recert. Packets for December by 8am</u></b>	16	17	18
21 <b><u>Bulky Trash Pickup:</u></b> Brannen & Verde	22 	23 <b><u>Last day to pay rent to avoid court action</u></b>	24	25 <b><u>Last day, by 8am, to report changes for October rent decrease</u></b>
28 & 29 <b>#MaskUpAZ</b>  <small>STAY HEALTHY.   RETURN SMARTER.   RETURN STRONGER.</small>		30 <b><u>Clark Homes Recertifications Due</u></b>	October 1	October 2 <b><u>9/7 Offices Closed For Labor Day</u></b> <b><u>Bulky Trash Pickup &gt;</u></b> East, Siler, Greenlaw

## October's Rent Dates

**Public Housing - Late fees applied:** On 8:00 am on Thursday, October 8th

**Public Housing - Last day to pay rent to avoid court action:** By 8:00 am on Thursday, October 22nd